

**1 JUNE 1997**



***Communications and Information***

**AIR FORCE COMPUTER SYSTEMS MANUALS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ SSG/SSQMD  
(SSgt Brian Bennett)  
Supersedes AFI 33-122, 1 April 1996.

Certified by: HQ USAF/SCXX  
(Lt Col Francis X. McGovern)

Pages: 4  
Distribution: F

---

This Air Force instruction (AFI) implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*, and prescribes the publication, printing, and distribution of Air Force computer systems manuals (AFCSM). It applies to all Air Force military and civilian personnel and Air Force contractors who develop, use, operate, or maintain Air Force computer systems. Commands will not supplement Air Force computer systems manuals. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to Headquarters Air Force Communications Agency, (HQ AFCA/XPPD), 203 W Losey Street, Room 1065, Scott AFB IL 62225-5224. Attachment 1 lists references, abbreviations, and acronyms.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

**1. Responsibilities.**

**1.1. HQ USAF Policy and Strategy Division (HQ USAF/SCXX):**

1.1.1. Is responsible to the Director, Communications and Information (HQ USAF/SC) for oversight of all Air Force communications and information publications.

1.1.2. Has delegated to Headquarters Standard Systems Group (HQ SSG) the authority to oversee AFCSMs that deal with the operations, use, and implementation of computer systems.

**1.2. HQ SSG will:**

1.2.1. Exercise functional control over all Air Force systems manuals that deal with the operation, use, and implementation of computer systems.

- 1.2.2. Certify and approve all standard computer systems manuals that HQ SSG publishes.
- 1.2.3. Determine the method of identifying and numbering computer systems manuals and develop, coordinate, and ensure their publication is completed. Computer systems manuals will use the appropriate functional series numbers found in AFI 37-160, Volume 6, *The Air Force Publications and Forms Management Programs--Numbering Publications* (will convert to AFI 33-360, Volume 6.)
- 1.2.4. Prepare and send to SAF/AADP, 500 Duncan Avenue, Box 94, Bolling AFB DC 20332-1111, announcements for the *Air Force Publishing Bulletin* (AFPB) of new or revised publications indexed in Air Force Index (AFIND) 27, *Numerical Index of Air Force Computer Systems Manuals*.
- 1.2.5. Get funding for the publication of all AFCSMs that HQ SSG publishes.
- 1.2.6. Act as the certification and approval authority for all Air Force computer systems manuals that it publishes. The publications will reflect the current authentication element of HQ USAF/SC.
- 1.2.7. Make sure all AFCSMs it develops use the standard format for Air Force manuals (AFMAN) prescribed in AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (will convert to AFI 33-360, Volume 1.)
- 1.2.8. Publish AFIND 27 at least semiannually (January and July).
- 1.2.9. Establish, maintain, and dispose of record sets as required by AFI 37-160, Volume 1 and AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339), for the manuals it publishes.
- 1.2.10. Distribute two copies of all Air Force standard computer systems manuals to distribution list addressees and furnish the remainder to the Air Force Publishing Distribution Center (AFPDC), Baltimore MD.
- 1.2.11. Provide series and sequence numbers to MAJCOMs and agencies for AFCSMs not published by HQ SSG.
- 1.2.12. Revise AFCSMs as needed.

## **2. Major Commands and Other Agencies That Develop Air Force Computer Systems Manuals will:**

- 2.1.** Contact HQ SSG/ENSD, 201 E Moore Drive, Maxwell AFB, Gunter Annex AL 36114-3004, for assignment of functional series, sequence number, and title, when they need to publish an AFCSM.
- 2.2.** Provide HQ SSG with necessary description information to request SAF/AADP to include in the AFPB.
- 2.3.** Fund and publish their AFCSMs.
- 2.4.** Develop AFCSMs according to AFI 37-160 series publications (will convert to AFI 33-360 series), and establish, maintain, and dispose of record sets as required by AFI 37-160, Volume 1 and AFMAN 37-139.

**2.5.** Certify and approve their AFCSMs for publication.

WILLIAM J. DONAHUE, Lt General, USAF  
Director, Communications and Information

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS**

#### ***References***

AFPD 33-1, *Command, Control, Communications, and Computer (C4) Systems*

AFI 37-160, Volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (will convert to AFI 33-360 V1)

AFI 37-160, Volume 6, *The Air Force Publications and Forms Management Programs--Numbering Publications* (will convert to AFI 33-360 V6)

AFIND 27, *Numerical Index of Air Force Computer Systems Manuals*

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-339)

AFPB, *Air Force Publishing Bulletin*

#### ***Abbreviations and Acronyms***

**AFCA**—Air Force Communications Agency

**AFI**—Air Force Instruction

**AFIND**—Air Force Index

**AFCSM**—Air Force Computer Systems Manual

**AFMAN**—Air Force Manual

**AFPB**—Air Force Publishing Bulletin

**AFPD**—Air Force Policy Directive

**AFPDC**—Air Force Publishing Distribution Center

**MAJCOM**—Major Command

**SSG**—Standard Systems Group